



LARIMER COUNTY EXITING EMPLOYEE CHECKLIST

This checklist should be used by a department/office to help ensure necessary tasks are completed as part of an employee separation, for any reason. This checklist is meant to be used as a reminder for certain HR-related activities; it is not meant to identify every task associated with the employee separation process. This checklist should be reviewed immediately upon the department/office learning that an employee will be separating and should be completed BEFORE the employee's last day of work. If you have any questions, please contact your Payroll Representative or Human Resources Generalist.

TO BE COMPLETED BY EMPLOYEE:

Employee Name: _____ Employee Number: _____

Date of Separation: _____ Last Day Worked (if different from Date of Separation): _____

New Mailing Address (if different from the one currently on file):

Email Address: _____

Home Phone: _____ Cell/Other Phone: _____

Please fill out the online Exit Interview Questionnaire prior to your last day and give us feedback on your time with Larimer County: www.larimer.org/hr/employee-relations/exiting-employees

Please remember your final paycheck will be directly deposited to your designated account as part of the normal payroll processing timeline (regular pay date). If you wish to change your direct deposit, you must make necessary banking changes online via UltiPro **BEFORE** the pay period end date in which you'll receive your final check.

If you are moving out of state, this address change will be held in the Personnel Workflow until your last paycheck has been processed.

TO BE DONE BY SUPERVISOR:

- Obtain letter of resignation, or other documentation of reasons for separation.
- Check employee leave balances and any potential leave payout/accrual caps under policy.
- Notify HR Benefits of separation and effective date at hr_benefits@larimer.org.
- Provide the employee with information for the Exit Interview. The employee can complete the questionnaire online, or if they prefer to meet in person, they can contact their Human Resources Generalist to set up a time.
- Retrieve County Equipment:
 - Laptop, cell phone, pager, radio, etc.
 - FOB or Key Card, Keys (desk, file cabinets, private office, etc.)
 - Photo ID
- Commercial credit card and receipts. Complete Finance form Commercial Card Action Request (LCFI-110).
- Obtain final travel or Expense Reimbursement form(s), if applicable.
- Work with department web editor to remove anywhere the employee is listed as a point of contact.
- Cancel Designation of Signature Authority (LCFI-37) for Finance, if applicable.
- Go online to weSERVE -----> Order Something -----> Transition Services and complete a MAC ticket to off-board the employee. This ticket will address the following items: Employee Location, Phone Services, Computer, H Drive, Google Docs, Gmail.
- Other: _____